

Georgia State Indemnification Fund

7he State of Georgia recognized the unique hazards inherent in certain public occupations. The General Assembly established the Georgia State Indemnification Fund to provide a financial benefit for designated



public officials who are disabled or killed in the line of duty. Benefits include lump sum payments in the event of death or permanent disability and supplemental income for temporary disability. Eligible public officials include law enforcement officers, firefighters, prison guards, publicly employed

emergency medical technicians, emergency management rescue specialists, public school employees, and members of the Georgia National Guard, when called into active state service. The program is governed by the Georgia Indemnification Commission and administered by DOAS. For additional information on eligibility requirements, applications, and the financial benefit amount, call DOAS Risk Management at **404-657-4437**.

Georgia

Department of Administrative Services

The Department of Administrative Services (DOAS) was established to provide consolidated business services to Georgia state government. Many of its services are also available to cities, counties, and local school



systems. These business services include statewide purchasing contracts, electronic bid publication, access to the state vendor registry, paper sales, and programs such as the purchasing card, surplus property, office supply, fuel card, and motor vehicle maintenance. Other service offerings include the Governor's Small Business Center and the Georgia State Indemnification Fund.

Under the leadership of Commissioner Dana R. Russell, DOAS strives to meet the needs of its customers in a rapidly changing government. DOAS' vision is to be the "best business run by a government."

DOAS obtains its products and services through partnerships with a diverse group of private sector businesses while working to ensure that all vendors have equal access to contract opportunities. Volume buying and competitive bidding procedures result in significant cost savings. These savings enable local governments to operate cost-effectively and help to reduce the expense of providing front-line services to the citizens of Georgia.

DOAS strives to provide the highest possible levels of service to its customers. Throughout this brochure you will find information regarding DOAS' product and service offerings for local governments. If you need assistance and are unsure of whom to contact, please e-mail DOAS' Customer Service at customerservice@doas.ga.gov.

Further information is available on the DOAS web site at www.doas.state.ga.us.

Statewide Purchasing Contracts

DOAS leverages the state's purchasing power to establish competitive statewide contracts for a wide variety of products, services, and equipment. Cities, counties, and local school systems can benefit from the convenience and competitive pricing of most of these pre-established contracts. Contracts include commonly used commodities such as office furniture, motor vehicles, natural gas, liquid petroleum, paint, ammunition, tractors, asphalt, and much more. Current DOAS statewide contracts are posted under **Procurement** on the DOAS web site at www.doas.state.ga.us. For additional information contact State Purchasing at **404-657-6000**.

"Contracts include...office furniture, motor vehicles, natural gas, liquid petroleum, paint, ammunition, tractors, asphalt, and much more."

Georgia Procurement Registry

A free web-based advertising system is offered by DOAS for publishing government contract opportunities. Cities, counties, and local school systems can maximize competition by posting local contract opportunities on the Georgia Procurement Registry. The Registry's popularity among its users ensures that contract opportunities are quickly and widely disseminated to the vendor community. The Georgia Procurement Registry is located under **Procurement** on the DOAS web site at www.doas.state.ga.us. For additional information or to inquire about using the Procurement Registry call **404-657-6000**.

Motor Vehicle Maintenance Program

DOAS' Motor Vehicle Maintenance Program, offered through a vendor contract, provides a total fleet management package to local governments. The program provides a cost-effective method of handling and tracking motor vehicle operational expenses. By utilizing the vehicle maintenance program, cities, counties, and local school systems have access to 3,000 approved vendors that offer quality services at discounted prices. When repairs are needed, drivers can call a toll-free number for referral to the nearest vendor. Obtain additional information on the Motor Vehicle Maintenance Program by visiting **Fleet Management** on the DOAS web site at www.doas.state.ga.us. For information regarding enrollment in the program call **404-656-6295**.

The Governor's Small Business Center

Small and minority businesses can identify partnering opportunities and receive information on government bid opportunities through DOAS' Governor's Small Business Center. Cities, counties, and local school systems can benefit from the Center's expertise in the areas of vendor training and supplier diversity. The Center also routinely participates in local programs that address economic development and business recruitment initiatives. More information about the Center is located under **Governor's Small Business Center** on the DOAS web site at www.doas.state.ga.us. To inquire about utilizing the services offered by the Center or to recommend local businesses for participation in the Governor's Mentor Protégé Program call **404-656-6315**.

Fuel Card Program

DOAS' Fuel Card Program offers local governments a universally accepted credit card for making fuel purchases at more than 7,000 locations in Georgia and 170,000 locations throughout the United States. In addition, excise taxes of approximately 25 cents per gallon are deducted at the point of sale. The program



also provides an information system to help track fuel purchases and expenditures for emergency services and minor repairs. By utilizing the Fuel Card cities, counties, and local school systems can better manage and track daily operational expenses and purchases for motor vehicle fleets. The Fuel Card Program is located under **Fleet Management** on the DOAS web site at www.doas.state.ga.us. For more information regarding enrollment in the fuel card program call **404-656-6295**.

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Vendor Registration System

The Vendor Registration System is a free web-based system that enables vendors to advertise their products and services. Cities, counties, and local school systems can search the Vendor Registration System by commodity, service, geographic location, and small or minority business status to locate vendors. The Vendor Registration System will automatically notify vendors by e-mail when related bids and procurement opportunities become available. The Vendor Registration System is located under **Procurement** on the DOAS web site at www.doas.state.ga.us. For more information about the Vendor Registration System call **404-657-6000**.

Purchasing Card Program

The Purchasing Card (P-Card) Program simplifies day-to-day purchasing activities while enhancing cost effectiveness. The P-Card streamlines payment and purchasing procedures, reduces the administrative burden traditionally associated with small dollar value purchases, and allows for quicker receipt of goods. Cities, counties, and local school systems can benefit from using the P-Card by eliminating purchase order paperwork. The P-Card is honored by all merchants that accept major credit cards and there are no annual, transaction, or reporting fees. Any potential misuse can be minimized and detected through consistent reconciliation processes and electronic management controls. For more information on the P-Card or to inquire about program enrollment call **404-657-6000**.



Surplus Property Program

DOAS' Surplus Property Program redistributes millions of dollars of state and federal surplus property to government entities. Surplus property includes items such as vehicles, heavy equipment, furniture, computers, generators, road graders, and more. Local governments can search the DOAS web site for property available at



distribution warehouses in Atlanta, Americus, and Swainsboro. The web site provides the convenience of real time viewing while alleviating travel time and costs. DOAS offers assistance in locating and acquiring surplus property for a nominal charge.

DOAS can also assist local governments in disposal of surplus property through a variety of means including Internet auctions for a minimal handling fee. Additional information on the Surplus Property Program can be found by accessing **Surplus Property** on the DOAS web site at www.doas.state.ga.us or by calling **404-756-4801**.



Paper Sales

DOAS offers a variety of high quality paper at below market prices. Paper offerings include multi-purpose, legal, recycled, and bond. Paper can be ordered in bulk and shipped to any location in the state of Georgia. The Atlanta distribution warehouse offers additional cost savings for small volume pickup orders. Local governments can electronically order paper by accessing **Supply Services** on the DOAS web site at www.doas.state.ga.us. For additional information on DOAS paper call **404-756-4801**.

Office Supply Program

Leveraging the state's purchasing power, DOAS offers a statewide Office Supply Program through seven vendor partners. This program provides local governments more flexibility in meeting office supply needs, while enabling office products to be purchased at discounted costs. Office Depot is the program's statewide provider. Regionally, office products are provided by the following small businesses: Alexander's Office Center, Cajun Office Supplies Inc., Minton-Jones, Prime Office Products, Ponder's Office Plus, and VIP Total. The Office Supply Program is located under **Supply Services** on the DOAS web site at www.doas.state.ga.us. For additional information please call **404-656-7480**.

*"Suppliers include:
Office Depot,
Alexander's Office
Center, Cajun
Office Supplies,
Inc., Minton-Jones,
Prime Office
Products, Ponder's
Office Plus, and
VIP Total."*